

CS-ILP-3 YOUTH INVOICE

Purpose:

The CS-ILP-3 is the document used to invoice payments to foster care youth who participate in the Independent Living Program. In addition to providing the required documentation for the CS-65, the invoice will provide the youth with experience in record keeping skills.

NUMBER OF COPIES AND DISTRIBUTION:

The CS-ILP-3 is a two copy carbon form. The form is completed by the youth at intervals designated by the Independent Living Specialist or contracted ILP facilitator. For youth receiving monthly payments, the form will be completed at the end of each month. The CS-ILP-3 invoice will be used by Independent Living Program staff to complete the CS-65, which generates a payment to youth for program participation. In some instances, the ILP Specialist/group facilitator may need to complete partial payment information. However, the youth should be encouraged to complete the invoice if possible. The white copy should be attached to the CS-65 before data entry. The canary copy is given to the youth for their records. After data entry, the original (white) copy must be retained in the local county office file along with the CS-65. These records are to be maintained for a period of five years.

COMPLETION OF THE INVOICE:

The invoice is divided into three (3) sections: group skills training, individual training, and mileage expenses.

1. GROUP SKILLS TRAINING- The youth records the date and the topic for each group session. The amount of tuition earned, (\$5.00), is recorded for each meeting attended. The youth also indicates the amount of payments due for completed homework assignments. The recommended payment is \$8.00. However, it is possible that the youth may earn only a partial amount due to their performance on the assignment. Under special circumstances, a youth may receive increased payments. For example, extra payments may be authorized for a lengthy assignment. However, extra credit assignments are not to be assigned on a regular basis. Supervisory approval is necessary

to pay youth above the indicated rate.

The weekly amounts for tuition and homework are added together for a monthly subtotal.

2. INDIVIDUAL TRAINING- The youth records the date and an explanation of the individual training provided. The amount of tuition earned, (\$5.00 for each two hour session), and the amount earned for completion of the homework assignment, (up to \$8.00) is recorded. Any increased payments should have supervisory approval.

A monthly subtotal is obtained by adding the weekly amounts for tuition and homework.

3. MILEAGE- The youth records the date of travel, their origination and destination points, and the total miles traveled. At the bottom of the form, the total miles are multiplied by the approved state mileage rate.

To complete the form, the youth adds the total training amount to the total mileage amount and records the total amount due. The invoice is then signed and dated by the youth. The group facilitator reviews the form for accuracy and then signs the form and records the date.